

# **City of Chattanooga Neighborhood Grants Program 2003 Guidelines**

## **PURPOSE**

As part of the City's continued efforts to improve and strengthen Chattanooga neighborhoods, funds have been appropriated for projects that promote stronger and healthier neighborhoods. This program is designed to give assistance to specific neighborhood projects that enhance the community. First time applicants with community partners are strongly encouraged to apply. Projects are sought that demonstrate clear, measurable community impact and are clearly the best use of time and money given current neighborhood conditions and priorities.

## **WHO IS ELIGIBLE**

Any neighborhood association, civic organization or committee located within the Chattanooga city limits that has been in existence for at least six (6) months prior to the application date. Funding for faith-based projects is not available for this funding cycle, therefore faith-based organizations are not eligible to apply. Previous awardees that have completed their Neighborhood Grant Program funded projects are eligible to apply. Each organization may submit only one proposal for one project.

## **DEADLINE FOR PROPOSALS**

The Neighborhood Services Department must receive proposals by **4 p.m. Friday, September 5, 2003.** **Proposals received after 4 p.m. will not be considered.**

Mail or deliver the application to: Vanessa A. Jackson, Neighborhood Program Manager, Department of Neighborhood Services, City of Chattanooga, 1001 Lindsay Street Chattanooga, Tennessee 37402.

## **TECHNICAL ASSISTANCE WORKSHOPS**

Potential applicants are strongly encouraged to attend the Technical Assistance Workshop. This provides applicants an opportunity to ask specific questions regarding their proposed project and to receive individualized help. In past years technical assistance session participants have submitted much more competitive proposals than non-participating applicants. The Technical Assistance Workshop will be held on August 19, 2003 from 6:00 – 8:00 p.m. at the Development Resource Center located at 1250 Market Street.

Should you need individualized help during the application process, you may contact a neighborhood relations coordinator at 425-3700.

**Grants will be announced in September 2003 at the NGP Recipient Reception. Grant Projects may begin after contract execution in October 2003.**

**PROJECT RECIPIENTS MUST:**

- Complete and submit the current application according to the instructions.
- Address a priority need that benefits the neighborhood and is inclusive of all sectors within the neighborhood.
- Demonstrate significant participation from association members.
- Negotiate a time line and benchmarks for all projects and activities.
- Sign a contract with the City prior to beginning the project.
- Expend no funds until authorized by Neighborhood Services staff; *no person shall be reimbursed for any unauthorized expenditures.*
- Involve neighborhood residents and stakeholders directly in all phases.
- Secure all necessary permits from applicable City departments.
- Agree to coordinate project activity with Neighborhood Services staff.
- Agree to ongoing project performance evaluation.

**PROCESS**

- 1) Serious applicants are **strongly encouraged** to attend the Technical Assistance Session.
- 2) Submit completed application by **September 5, 2003**
- 3) Applications reviewed
- 4) Recipients to be announced at Recipient Reception held in September 2003.
- 5) Recipients attend Grant Recipient Orientation Meeting.
- 6) Recipient assigned a Neighborhood Relations Coordinator to oversee the project.
- 7) Neighborhood Association signs Contract and/or Lease Agreement.
- 8) Begin Project
- 9) Ongoing Review by Neighborhood Relations Coordinators.

**EXAMPLES OF THE TYPES OF PROJECTS ELIGIBLE FOR FUNDING**

Below is a list of the types of projects for which funding may be requested.

(Examples are not intended to exclude other possible projects except as noted.)

**Economic Development**

*Projects that build a neighborhood's capacity for sustainable improvements in the economic well being of residents.*

- Projects designed to eliminate barriers to employment, promote self-sufficiency and facilitate partnerships with educational institutions.

- Projects that facilitate working partnerships and/or apprenticeship opportunities with the business sector.
- Strategic planning projects fostering community economic development.

### **Education**

*Projects complementing the Community Education Alliance efforts to improve educational achievement in our community's most distressed schools.*

- Public school partnership projects-pilot or start-up programs that directly benefit a public school and its immediate neighborhood.
- Adult literacy projects.
- Adopt-a-Youth / Retired Teachers / Intergenerational projects.
- Drug abuse prevention and mentoring for success programs.
- ESOL (English as a Second Language) Classes.

### **Neighborhood Development**

*Projects helping neighbors build clean, safe, and attractive communities with strong, independent, and capable neighborhood associations.*

- Organizational development and asset mapping.
- Projects promoting intergenerational and/or inter-racial diversity with harmony, respect, understanding, and appreciation.
- Community building and neighborhood identity programs such as festivals, retreats, training programs, and neighborhood histories.
- Capacity building, leadership and technical assistance for association members.
- Small-scale housing improvements for neighborhood beautification and revitalization of homes for low-income citizens.
- Exterior painting projects.
- Beautification, planting and landscaping projects.

### **Crime Prevention/Homeland Security**

*Projects supporting the Chattanooga Police Department's renewed focus on combating fear of crime and its negative effect on our City's quality of life.*

- Projects that focus on issues of neighborhood safety.
- Evaluation of neighborhood and home burglary attractiveness with targeted improvements to reduce opportunity for crimes.
- Development and implementation of programs to document and communicate neighborhood watch observations & safety activities
- Targeted vehicular traffic calming to reduce crime related activities.
- Projects to involve youth in crime reduction and safety improvement activities.
- Projects to improve neighborhood preparedness for disaster and terrorist events.

### **Keeping Our City Clean**

- Beautification, tree planting, and/or landscaping to improve the appearance of blighted areas.
- Neighborhood clean-ups to enhance community “open space.”
- Development of neighborhood pocket parks.
- Coordination of adopt-a-spot/street/etc. with other annual or new events (e.g., Earth Day, Tennessee River Rescue, etc.)
- Environmentally friendly and/or sustainable education activities that benefit and improve neighborhood life (e.g., the City of Chattanooga Recycling Program and Scenic Cities Beautiful, etc.)

### **PROJECTS THAT ARE NOT ELIGIBLE FOR FUNDING:**

- Gateways and community markers.
- Infrastructure projects eligible for funding under City or County capital improvement programs (e.g., sidewalks, streetlights, road improvements, etc.)
- Projects requiring on-going personnel costs.
- Projects requiring on-going funding or multi-year projects.
- Projects that duplicate an existing private or public program.
- Personnel of staff for neighborhood associations.
- Start up costs of daycare centers and other businesses.
- Projects erected or conducted on privately owned land.
- Projects that conflict with City policy.

## **2003 FUNDING CATEGORIES AND MATCHING REQUIREMENTS**

### **Tier One Funding Category**

#### **Projects requesting \$1,000 or less**

Previously unfunded Tier 1 applicants are not required to provide a cost-sharing match. Previously funded Tier 1 applicants must provide a cost sharing match per note below.

### **Tier Two Funding Category**

#### **Projects requesting \$1,001 to \$7,000**

All applicants requesting more than \$1,000, and all previously funded applicants (with proposed projects of any amount) must provide at least 33% of total project dollars. Please refer to the **Matching Contribution Table** on page 10 of grant application.

Cost sharing may be in cash or in kind, except that normal neighborhood association volunteer time will not be counted towards cost sharing. For more details about this and other program requirements, please contact a neighborhood relations coordinator at 425-3700.

For example, your organization estimates the total cost of the project to be \$4,500.00. If you request \$3,000.00 from the Neighborhood Grants Program, your organization must come up with a match of at least \$1,500.00. You may use the following formula:

Project Cost x 67% (.665) = Grant Award	\$4,500 X 0.665 = \$3,000
+Project Cost x 33% (.335) = Recipient Match	+\$4,500 X 0.335 = <u>\$1,500</u>
100% = Total Project Costs	\$4,500

**Neighborhood Services has simplified the computation of the grant and matching amounts by including a reference table designed to provide you with the amount of funding you should request as well as your required match based on the cost of your project. The Matching Contribution Table is attached to your grant application. Please use it to complete the application from.**

Your total match package must include a combination of donated professional services, donated material or supplies (in-kind contributions), and cash. All cost sharing/matching funds must be documented by a letter of commitment from the participating partner(s) and will be verified by site visit or further evaluation.

**Proposed projects will be evaluated based on these criteria:**

**As you plan your project and write your application, keep these criteria in mind and be sure that your application addresses each. Your application will receive a maximum score of 20 points for each criterion.**

**Impact** – Projects should clearly and measurably benefit the community by improving the neighborhood quality of life through organizational development, beautification, education, economic development, or other enhancement(s).

**Neighborhood Involvement** – Projects should significantly involve residents in design, implementation, and evaluation of grant. Projects should be reflective of the diverse population residing in the neighborhood.

**Capacity** – Projects should be designed relative to the organization's ability to adequately staff and implement the scope of work, including the adequacy and appropriateness of the proposed budget.

**Partnerships** – Projects should include support from organizations within the targeted area. These may include faith-based, non-profit, and civic organizations that have a vested interest in the community and in project implementation.

**Sustainability** – Projects should be well structured and should present a plan for sustainable development and long-term growth.

**COMPLETED PROPOSALS SHOULD BE SUBMITTED TO:**

Neighborhood Services Department  
City of Chattanooga  
1001 Lindsay Street  
Chattanooga, Tennessee 37402

**FOR ADDITIONAL INFORMATION OR TECHNICAL ASSISTANCE, PLEASE CONTACT:**

Neighborhood Services Department  
City of Chattanooga  
1001 Lindsay Street  
Chattanooga, Tennessee 37402  
Phone (423) 425-3700